# Financial Assistance Application Submittal Tool (FAAST)

How to Apply for California Department of Food and Agriculture's 2009 Specialty Crop Grant Program?

April 9, 2009

#### **Presenters:**

Ibyang Rivera and Andrew Lawrence FAAST Coordinators



#### FAAST: Background Information

- FAAST is a web-based interface system that allows applicants to submit an application electronically.
- FAAST is administered by the State Water Board.
- California Department of Food and Agriculture (CDFA) for it's 2009 Specialty Crop Grant Program solicitation.

#### FAAST: Where is it located?

FAAST is located at:

https://faast.waterboards.ca.gov

### FAAST: System Requirements

Use a PC

- Clear your Internet Cookies, Cache, and Internet History
- Use Internet Explorer v 6.0 or higher
- Disable pop-up blocker

### FAAST: Main Webpage

- Main webpage includes:
  - Create User Account
    - Logon
    - Frequently Asked Questions (FAQs)

## FAAST: Main Webpage Screen Shot

#### FAAST Financial Assistance Application Submittal Tool

The Division of Financial Assistance (Division) administers the implementation of the State Water Resources Control Board's (State Water Board) financial assistance programs. The Division administers funding for construction of municipal sewage and water recycling facilities, watershed protection projects, nonpoint source pollution control projects, etc.

FAAST has been developed to provide an efficient means for project proponents to apply for the loan and grant funding offered by the Division.

Applicants can sign up for funding notifications, submit financial assistance applications, and monitor the status of their applications.

A valid user account and password are needed to use FAAST. To create an account, please use the Sign Up button on the right.

Applications submitted prior to the August 2004 release of FAAST are now available with limited information! These previous RFPs include PRISM Pesticide, Proposition 13, and 2003 Consolidated Grants. To view these applications and other previously submitted applications, visit the <a href="Public Search Tool">Public Search Tool</a>.

Currently the Division is accepting applications fsor various funding programs. For specific information regarding the available funding programs, please visit the <u>Division of Financial Assistance</u>, web site.

If you have any questions or for further assistance, please call State Water Board Staff at:

1-866-434-1083 Monday thru Friday 8:00AM - 5:00PM, or email FAAST\_ADMIN@waterboards.ca.gov.

LOG ONTO FAAST									
Username:									
Password :									
<b>Note</b> : Username and Password are case sensitive									
Logon To FAAST									
Forgot your password?									
Retrieve Password									
CREATE APPLICANT ACCOUNT									
Create an Account									
PUBLIC SEARCH TOOL									
Use the Public Search Tool to view and download applications submitted via									
FAAST.									
Public Search Tool									

#### FAAST: Create User Account

To create an User Account, you must complete a 3-step process.

Step 1 - User Details

Step 2 - Organization Details

Step 3 - Username and Password

# FAAST: Create User Account Step 1 - User Details

Enter the user details requested.

Note: It is important that your email address is updated as needed, because this will be the primary means of communicating with you.

 Click on the "Next Step" button to proceed to Step 2: Organization Details.

# FAAST: Create User Account Step 1 - User Details Screen Shot

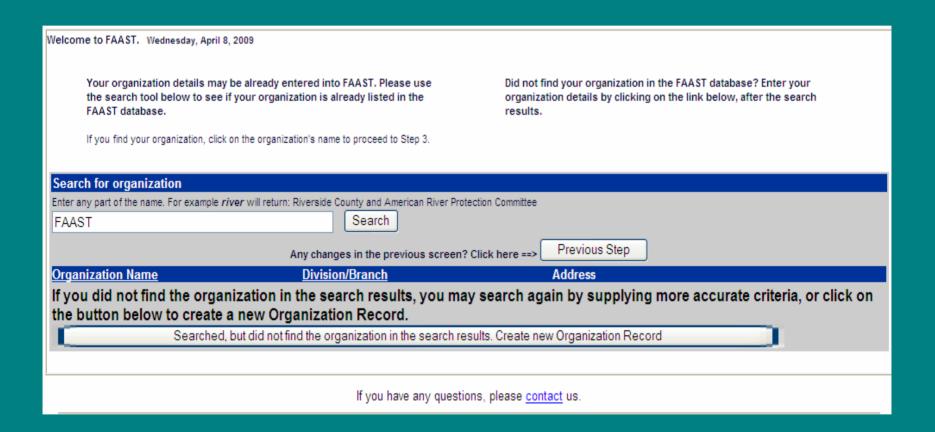
Welcome to FAAST. Wednesday, A	pril 8, 2009											
New to FAAST? Start by signing up.  This is a simple three-step process. Please enter your user details in Step 1, your organization details in Step 2, and select your user name and password in Step 3.												
Enter details and click the "Next Step" button to go to Step 2.												
Step 1/3: User Details												
Prefix:	Ms.	( Mr., Ms., Dr., etc.)										
First Name:	lbyang											
Middle Name:												
Last Name:	Rivera											
Title:	FAAST Coordinator	Your title in the organization such as staff, analyst, manager, etc.										
Phone:	866-434-1083	( Format: 999-999-9999 )										
Fax:		( Format: 999-999-9999 )										
Email:	FAAST_admin@waterboards.ca.gov	This will be the primary means of communicating with your organization. We will send a confirmation email of this account creation to this address. In addition various announcements will be sent to this address.										
Confirm Email:	FAAST_admin@waterboards.ca.gov											
	Next Ste	ρ										

#### FAAST: Create User Account

#### Step 2 – Organization Details

- Search for your organization's by entering any part of the name of the organization and clicking on the "Search" button. A listing of organizations will appear.
  - If the name of your organization is displayed, select the organization name.
  - If your organization is NOT displayed, click the "Enter Organization Details" link, which is located at the bottom of the screen. Enter and save information for your organization.
  - To proceed to Step 3: Username and Password, click the "Next Step" button.

# FAAST: Create User Account Step 2 – Organization Details Screen Shot



#### FAAST: Create User Account

Step 3 – Username and Password

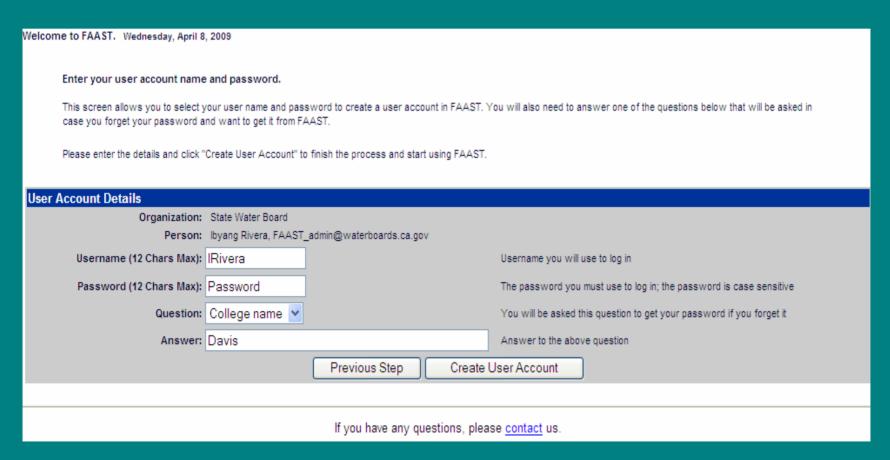
 Enter a Login Name/User Name and Password for your account.

Note: Username and password are case-sensitive.

Select a security question and provide correct response.

 To activate your FAAST user account, click on the "Create User Account" button.

# FAAST: Create User Account Step 3 – Username and Password Screen Shot



### FAAST: Logging On

 On the FAAST main webpage, look for the "Log onto FAAST" heading on the right hand side.

 Enter your username and password and click the "Log onto FAAST" button to enter the FAAST system.

Note: Username and password are both case-sensitive.

## FAAST: Logging On Screen Shot

#### FAAST Financial Assistance Application Submittal Total

The Division of Financial Assistance (Division) administers the implementation of the State Water Resources Control Board's (State Water Board) financial assistance programs. The Division administers funding for construction of municipal sewage and water recycling facilities, watershed protection projects, nonpoint source pollution control projects, etc.

FAAST has been developed to provide an efficient means for project proponents to apply for the loan and grant funding offered by the Division.

Applicants can sign up for funding notifications, submit financial assistance applications, and monitor the status of their applications.

A valid user account and password are needed to use FAAST. To create an account, please use the Sign Up button on the right.

Applications submitted prior to the August 2004 release of FAAST are now available with limited information! These previous RFPs include PRISM Pesticide, Proposition 13, and 2003 Consolidated Grants. To view these applications and other previously submitted applications, visit the <a href="Public Search Tool">Public Search Tool</a>.

Currently the Division is accepting applications fsor various funding programs. For specific information regarding the available funding programs, please visit the <u>Division of Financial Assistance</u>, web site.

If you have any questions or for further assistance, please call State Water Board Staff at:

1-866-434-1083 Monday thru Friday 8:00AM - 5:00PM, or email FAAST\_ADMIN@waterboards.ca.gov.

LOG ONTO FAAST										
Username:										
Password :										
<b>Note</b> : Username and Password are case sensitive										
Logon To FAAST										
Forgot your password?										
Retrieve Password										
CREATE APPLICANT ACCOUNT										
Create an Account										
PUBLIC SEARCH TOOL										
Use the Public Search Tool to view and download applications submitted via										
FAAST.										
Public Search Tool										

### FAAST: Applicant Menu

 After logging onto FAAST, the Applicant Menu screen (also known as Main Menu) will appear.

- The Applicant Menu allows you to:
  - Submit a new application
  - Work on existing application(s)
  - Update user and organization profiles

### FAAST: Applicant Menu

#### Screen Shot

Welcome Ibyang Rivera IN STAGING, of Rivera's WQ Firm! Wednes	sday, Apri	18, 2009	<u>Main Menu</u>								
The applicant menu allows you to start a new application, work on an existing application, or update your user and/or organization profile. To view or edit an existing application, click on the title of the desired application.											
New Application	Other I	Menu Options									
Start a New Application to begin the application submittal process	Update passwor		e telephone number, email address,								
	Request for Update Organization Profile change organization information, contact information, etc.										
Previous Requests View previous requests submitted to Water											
Proposal Title	Phase	Status	Request for Proposal								
<u>PIN# 9955 - test</u>	Phase 1	Application In Progress	2009 Specialty Crop Block Grant Program								

Please check the box next to each bulleted item below to indicate that you have read and understand the Usage Requirements (limitations) of the Financial Assistance Application Submittal Tool (FAAST). A more detailed explanation of these items can be found at the bottom of this page.

Usage Requirement Item	Check Box
Use Microsoft Internet Explorer 6.0 or greater.	
Save your work often. The system times out after 90 minutes.	
Disable pop-up blocking software to operate FAAST.	
Delete all temporary Internet files and cookies to speed up browsing.	
Data fields may or may not have a limitation on the number of characters per field.	

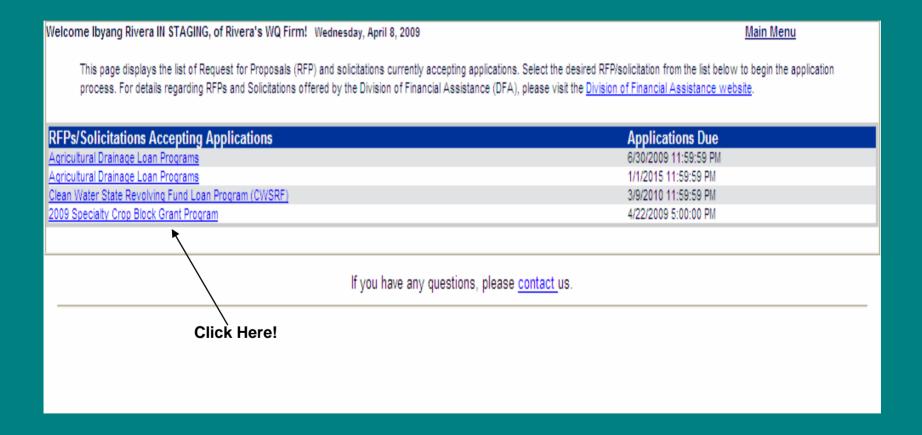
FAAST is an online program designed for Microsoft Internet Explorer 6.0 or greater. Other browsers have been known to cause problems accessing FAAST including, but not limited to: time-out errors, saving progress, attaching files, submitting documents, etc. In addition, pop-up blocking software must be disabled to operate FAAST. If your Internet Explorer browser does not allow you to log on, or downloads slowly, please delete all temporary Internet files and cookies to speed up browsing.

If you are having trouble saving your application, please check to make sure that you have not exceeded the character limitation for any of the text boxes. Text box character limitations are noted next to the text box, with the exception of the Project Title text box.

Please signify your understanding and agreement to the above terms by checking the boxes next to each bulleted item above.

Click to Continue

Welcome Ibyang Rivera IN STAGING, of Rivera's WQ Firm! Wednesday, April 8, 2009 Main Menu Select an Organization Before you proceed to fill out an application for your project's Request for Proposal (RFP), please indicate the organization that will be responsible as the Lead Applicant for this Project. 1. My Organization "Rivera's WQ Firm" will be the Lead Applicant for this Project, Click here to proceed to prepare an application for the Rivera's WQ Firm. 2. I am submitting the proposal on behalf of another organization. I would like to search the database dexisting organizations or create a new organization. Click here to continue. If you create a new organization, please take the time to enter the Organization's address completely. You will only have one initial opportunity to enter the correct applicant organization details. If you need to further edit the Applicant Organization details, you will need to contact FAAST Admin@waterboards.ca.gov Note: If you are submitting an application on behalf of your organization, select option (1). Note: If you are a consultant submitting an application on behalf of a client, select option (2). If you have any questions, please contact us.



### Confirm the information on this page and then click the "Continue to Application" button".

Welcome Ibvang Rivera IN STAGING, of Rivera's WQ Firm, Wednesday, April 8, 2009 Main Menu This page starts the application process for the "2009 Specialty Crop Block Grant Program." If you would like to apply for the "2009 Specialty Crop Block Grant Program." Request For Proposal using the Applicant and Submitting Organization shown below, click the "Continue to Application" button. The "Continue to Application" button will assign your application a Proposal Identification Number (PIN) and start the application process. The "Back to Main Menu" button will take you back to main menu. RFP Titles and Organizations RFP/Solicitation Title: 2009 Specialty Crop Block Grant Program RFP Description: The California Department of Food and Agriculture (CDFA) is conducting a competitive solicitation process to award 2009 Specialty Crop Block Grant Program (SCBGP) funds for projects that solely enhance the competitiveness of California specialty crops. Specialty crops are defined as fruits, vegetables, tree nuts, dried fruits, horticulture and nursery crops (including floriculture). CDFA is solicting Concept Proposals from eligible non-profit organizations, local, state and federal government entities, for-profit organizations, and universities. Applicant Organization: Rivera's WQ Firm Submitting Organization: Rivera's WQ Firm Back to Main Menu Continue to Application If you have any questions, please contact us.

#### FAAST: Navigating the Application

The Application is organized into sections (or tabs).



 To navigate between sections, click on the labeled tab or click the "Next Section" button.

Note: To access all sections, two things must occur: 1) Project title, Project description, and responsible RWQCB must be entered under the General Information section, and the "2009 Specialty Crop Block Grant Program" must be checked in the Funding Program section.

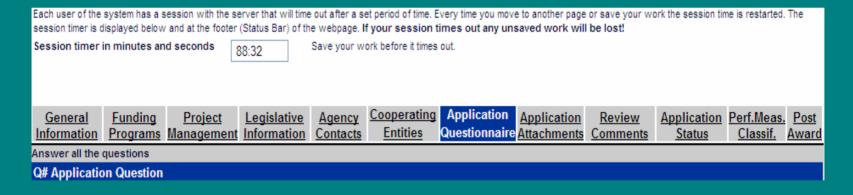
- Save the information entered by:
  - Clicking on the "Save as Work in Progress" button;
  - Clicking on the "Next Section" button;
  - Clicking on a different tab will automatically save your information.



# FAAST: Navigating the Application (continued)

 90-minute session timer on the Application Questionnaire section.

Note: Each time you save, the session timer resets automatically.



 Applications can be saved to work on later (as long as it has a status of IN PROGRESS).

### FAAST: Application Sections

- Application form is comprised of the following sections:
  - General Information
  - Funding Programs
  - Project Management
  - Legislative Information
  - Cooperating Entities
  - Application Questionnaire
  - Application Attachments

Note: Agency Contacts, Review Comments, Application Status, Performance Classification Measures, Post Award are sections that do not need to be accessed or completed for the 2009 Specialty Crop Block Grant Program.

### FAAST: Application Sections General Information

Enter general project information.

General <u>Funding</u> <u>Project</u> Information <u>Programs</u> Managemen	<u>Legislative Agency Cooperating Application Application Review Application Perf.Meas.</u> <a href="https://doi.org/10.1007/journal.com/">https://doi.org/10.1007/journal.com/<a href="https://doi.org/10.1007/journal.com/">https://doi.org/10.1007/journal.com/<a href="https://doi.org/10.1007/journal.com/">https://doi.org/10.1007/journal.com/<a href="https://doi.org/">https://doi.org/10.1007/journal.com/<a href="https://doi.org/">https://doi.org/<a href="https://doi.org/">https://doi.org/</a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a>
--	--

# FAAST: Application Sections Funding Program

Select 2009 Specialty Crop Block Grant Program as your funding program.

General Information	Funding Programs	<u>Project</u> Management	<u>Legislative</u> <u>Information</u>	Agency Contacts	Cooperating Entities	Application Questionnaire	Application Attachments	Review Comments	Application Status	Perf.Meas Classif.	. <u>Post</u> Award				
	You may select only 1 (one) funding program listed below by checking the apply box.														
Funding Progr	Funding Program Description Grant Amount Range										ply				
This is for eligible applicants who wish to receive grant funds from the United States Department of Agriculture (USDA), Agricultural Marketing Service's (AMS) Specialty Crop Block Grant Program -  Farm Bill. The purpose of the program is to fund projects that solely enhance the competitiveness of specialty crops. Applicants must meet the requirements of 7 CFR part 1291, CDFA's Notice of Funding Availability and all applicable federal and state regulations.  Previous Section  Save as Work in Progress  Next Section															
Preview / Submit Application Check the APPLY box!															
	If you have any questions, please contact us.														

# FAAST: Application Sections Project Management

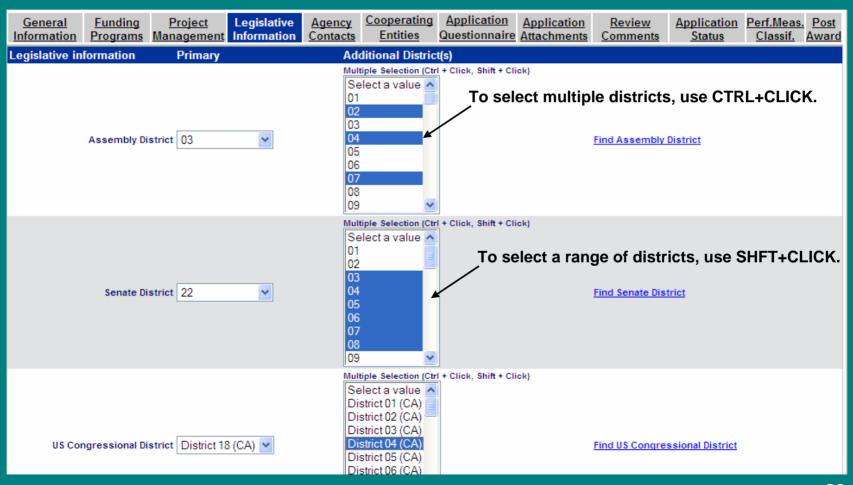
#### Enter information for project manager and project director.

General Information	Funding Programs	Project Management	<u>Legislative</u> <u>Information</u>	Agency Contacts	Cooperatin Entities		Application Attachments	Review Comments	Application Status	Perf.Meas Classif.	s. <u>Post</u> Award		
The information in the following section is pulled from your initial account sign-up process.													
		Applicant Info	ormation				Person S	Submitting Ap	plication				
Name:Rivera's WQ Firm Address:1001   Street Sacramento, CA - 95815  *If you need to further edit Applicant Information, go to the main menu and click on "Update your Organization profile." If you are submitting on behalf of another Organization, and need to edit the above information, you will need to contact FAAST_ADMIN@waterboards.ca.gov  Federal Tax Id: 123123123 (Please enter the 9 digit number without dashes or spaces)  The intent of the following section is to identify contacts for the grant agreement process, if your project is recommended for funding.													
Project Mana	gement Role	;		First Name	Last	Name F	Phone Number Fax Email						
Project Director Organization to		lepresentative frong ng agreement	om Applicant	JANE	SMI	IITH 916-432-8765		916-234-56	i78 jsmi	th@compar	ny.com		
Pr	oject Manag	er is same as P	roject Director		Click on this but	on to copy Project [	Director details into	Project Manager	fields.				
Project Manage Applicant Organ		ontact on this pro	oject from	JANE	SMI	ГН	916-432-8765	916-234-56	i78 jsmi	th@compar	ny.com		
Previous Section Save as Work in Progress Next Section													

#### FAAST: Application Sections

#### Legislative Information

Enter legislative districts for the project location.



# FAAST: Application Sections Cooperating Entities

Enter the details for any co-applicants, stakeholders, etc. Save each cooperating entity by clicking the "SAVE COOPERATING ENTITY" button.

General Information	Funding Programs	<u>Project</u> <u>Management</u>	<u>Legislative</u> <u>Information</u>	Agency Contacts	Cooperating Entities	Application Questionnaire	Application Attachments	Review Comments	Application Status	Perf.Meas. Classif.	Post Award	
Cooperating E												
Fill in the field	s with entity o	details and click "		7								
		Cooperating En	tity: Enter NAIVI	E OF COOPE	ERATING ENTI	I Y here.		" -1		t adams to		
	Role/Co	ntribution to Proj	ect: Enter ROLE	E/CONTRIB	UTION.			sultant, co-applicar p, subcontractor, 1				
		Contact First Na	me: Roy						-			
		Last Na	me: Jones									
		Pho	one: 916-876-54	32			( Format: 999-999-9999 )					
		En	nail: rjones@co	operatinger	ntity.com							
				Save Co	ooperating Enti	ty	— Click	here to sav	e Coopera	ting Entit	y.	
		F	Previous Sectio	c in Progress	Next S	Section						
				Р	review / Submit	Application						
Entity Name		Role on P	roject	Con	itact Name	Р	hone	Email		Delete?		

#### FAAST: Application Sections

#### **Application Questionnaire**

Questions related specifically to the 2009 Specialty Crop Block Grant Program.

General Information	Funding Programs	<u>Project</u> <u>Management</u>	<u>Legislative</u> <u>Information</u>	Agency Contacts	Cooperating Entities	Application Questionnaire	Application Attachments	Review Comments	Application Status	Perf.Meas Classif.	<u>Post</u> Award				
Answer all the q	Answer all the questions														
Q#. Question															
1. Select the applicant's organization type (e.g., Local Government, State/Federal Government, Non-profit, For-profit, University) from the drop down menu below.															
	Ansv	wer: Local Gov	rernment	✓ Select	from list										
2. Select a Fu	2. Select a Funding Area from the choices below and indicate the corresponding number in the box below.														
2. Env 3. Nut 4. Foc 5. Pla 6. Ma	5. Plant Health and Pest Problems accessed if a funding program has been selected.														
	Ansv	ver: 7	Please enter	value only be	tween: 1 and 7										
3. Please ent	ter the 'Start Da	ate' and 'End Date	e' for the propos	ed project i	n mm/yyyy forma	ıt.									
	Ansv	05/05/20	009 Start D 010 End Date					*	Max 500 Charac	iers					
		_	-		•	e objectives suppachieve the goal.			_						

#### FAAST: Application Sections

#### **Application Attachments**

Upload attachments by selecting a suggested attachment title, editing attachment title, and browsing for file. Click the "Attachment Selected

<u>General</u>	<u>Funding</u>	Project	<u>Legislative</u>	Agency	Cooperating	Application	Application	Review	Application				
<u>Information</u>	<u>Programs</u>	<u>Management</u>	<u>Information</u>	Contacts	<u>Entities</u>	Questionnaire	Attachments	<u>Comments</u>	<u>Status</u>	<u>Classif.</u>	Award		
New Attachme	nt												
Suggested Attac	hment Title: Bu	ıdget - Excel Bu	dget Template	can be acc	essed and dov	vnloaded from th	e CDFA website	e. 🗡 Select a tit	le from the drop do	wn menu.			
Editable Attac	hment Title: Bu	Budget Edit title if neded.											
File	Pathname: Pro	ojectBudget.xls					Browse						
<u>IMPORTAN</u>	T NOTES:												
		chment file size is I Browse/Choose File				wse Dialog box, clic	k on the "View Mer	nu" button (This b	utton is in the uppe	r right area of			
	<ol> <li>File attachments may take several minutes to upload depending on the speed of your connection and the size of the file. When the file has been successfully uploaded to the system, the attachment title and upload date will appear below. PLEASE WAIT UNTIL THE FILE COMPLETELY UPLOADS BEFORE ATTEMPTING TO UPLOAD ADDITIONAL FILES OR WORKING ON OTHER PARTS OF THE APPLICATION. If you would like to view the attached file, click on its title shown in blue underlined text</li> </ol>												
	3. IF THE SCREEN DOES NOT REFRESH AFTER UPLOADING A FILE, AND INSTEAD DIAPLAYS AN RRROR, MESSAGE (e.g., PAGE CAN NOT BE DISPLAYED), PLEASE GO BACK TO THE SCREEN, USING BACK BUTTON ON YOUR BROWSER, AND REFRESH/LOAD THE SCREEN. The screen should then show the uploaded document in the Attachment list. Please re-upload the document only if you do not find the uploaded file in the Attachment list after you have refreshed the webpage. We are in the process of fixing this issue. Sorry for the inconvenience.  Attach Selected File												
Attachment Tit	le				Date & Tir	ne Attached	Delete?						
		F	revious Sectio	on _	Save as Work	k In Progress	Next Se	ection					
							_						

#### FAAST: Preview/Submit Application

 To preview the application, click the "Preview/Submit Application" button.

Note: In order to preview the application, the 2009 Specialty Crop Block Grant Program must be checked in the Funding Program section.

- To submit the completed application:
  - Click the "Preview/Submit Application" button.
  - Review application information.
  - Enter INITIALS (electronic signature)
  - Click the SUBMIT NOW button.
  - Confirmation screen appears.

### FAAST: Technical Assistance

- FAAST Help Desk (Mon Fri, 8 5pm)
  - Phone: 1-866-434-1083
  - Email: FAAST\_admin@waterboards.ca.gov

Note: All emails should include the following subject line: CDFA: \_\_\_\_. Emails should include the Proposal Identification Number (PIN) (if it's available).

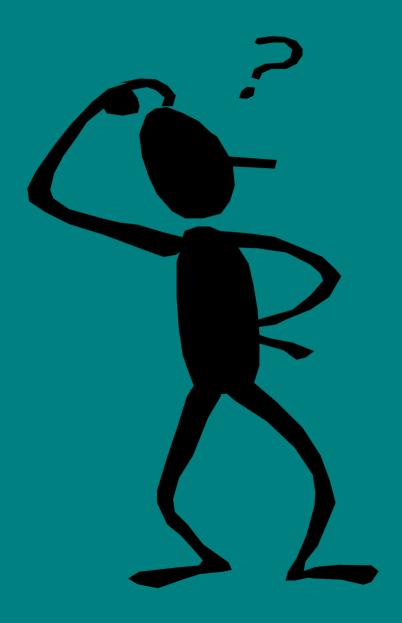
- User Manual https://faast.waterboards.ca.gov/
- Frequently Asked Questions https://faast.waterboards.ca.gov/



#### CDFA: Program Related Questions

 All program-related questions should be addressed to the Federal Funds Management Office:

- Phone: 1-916-657-3231
- Email: grants@cdfa.ca.gov



### Questions?